



FRANCHISEE OPERATIONAL MANUAL

Version 1.0

2013

B.Box Trading (Pvt) Ltd

the right energy

Pakistan

SCOPE OF IMPLEMENTATION

This document is considered to be effective from 1st March 2013 till issuance of revised version.

Franchisee Application Process

Franchise can file an application showing interest to have B.Box Trading (Pvt) Ltd as follow

- Application Must be on Official Letter Head addressing CEO Pakistan
- Copy of NTN Registration
- Copy of Sales Tax Registration
- Company Registration Document
- Company Registered Office Address
- Key Contact Person Name
- Key Contact Person Contact details
- Document showing Company Marketing Plan which they have in there mind for Franchise
- List of Cities, With in Cities Areas where they interested to open Franchise.

Upon receipt of official letter of Interest for Franchisee , B.Box Trading (Pvt) Ltd's CEO will assign a person from Management to have preliminary meeting with Applicant for General Survey.

Upon Preliminary approval from CEO detail Franchisee Fee Structure will be delivered to the applicant along with payments deadlines

Upon receipt of official fee franchise Proposed Display Center Feasibility audit will be made by B.Box Trading (Pvt) Ltd.

Upon acceptance Franchisee will be bound to get it develop according to B.Box (Pvt) Ltd Instructions its Display Center. And provide following documents to the B.Box Trading (Pvt) Ltd

- Copy of lease agreement
- One copy of each utility bill against services being installed in the premises.

He will then bind to make payment for the stock amount being finalized by the management as initial order. Payment will be in advance.

Further franchise not have the NTN and STRN registration he will be bound to get its registration before placing its stock order.

In case Franchisee fails to obtained STRn he will be invoiced 2.5% up-price as being sale tax charges for non-sales tax registered and Franchisee have to bear it against its profit margin.

Franchisee will be bound to place order on B.Box Trading (Pvt) Ltd recommended and provided Purchase Order.

Goods once purchased by the Franchisee will not be returnable in any case. In case of replacement of BBOXX Unopened products with other BBOXX products franchisee will be liable to pay the shipment charges.

Staffing

Franchisee will be bound to have recommended staff as suggested to him at the time of franchise or according to any change suggested by head office in order to cater the needs of area.

Time to time head office can suggest recommendation for improving the sales. Franchisee will remain bound to follow such instructions.

In case of poor performance B.Box Trading (Pvt) Ltd can suggest Franchisee to dismiss any staff. Franchisee will remain bound to honor such recommendation and get implemented in stipulated time.

Franchisee will submit the copies of CVs and contact details of staff being deployed in the Display center.

Staff at display center will have the following uniform

Grey Trouser + White T Shirt with B.Box Logo on Left Side

Black Shoes (Not Slippers & Trainers and Casual footwear)

Documents Needed to Execute Routine Process

B.Box Trading (Pvt) Ltd will provide draft copies of necessary documents to manage there operations and documentation.

Relevant documents and there detailed process will be explained during the training session. In spite of routine training Franchisee can ask for extra training of staff with mutual understanding of B.Box Trading (Pvt) Ltd.

Change of Location

In case Franchisee was willing to change the location of Display Center , they will be bound to have NOC from B.Box Trading (Pvt) Ltd.

Staff Training

B.Box Trading will help in interviewing staff, training staff at our support office where ever its situated. Franchisee will be bound to make necessary arrangement of travelling and residence of the staff coming to support office to have training.

Display Center Opening Timing

Franchisee will adjust the roster so that 360 Days operation Possible.

Franchisee will ensure maximum opening of Display Center during the operational hours.

Advertisement & Promotion

Time to time B.Box (Pvt) Ltd may launch different advertisement policies and Franchisee will remain bound to adhere to them and act accordingly.

Data Filing

Franchisee will be bound to submit its sales data and other prospect list and inquiry list along with customer data on prescribed form provided by the Head Office. On weekly basis through email and on bi weekly basis hard copies through courier on provided address.

SHOP Premises

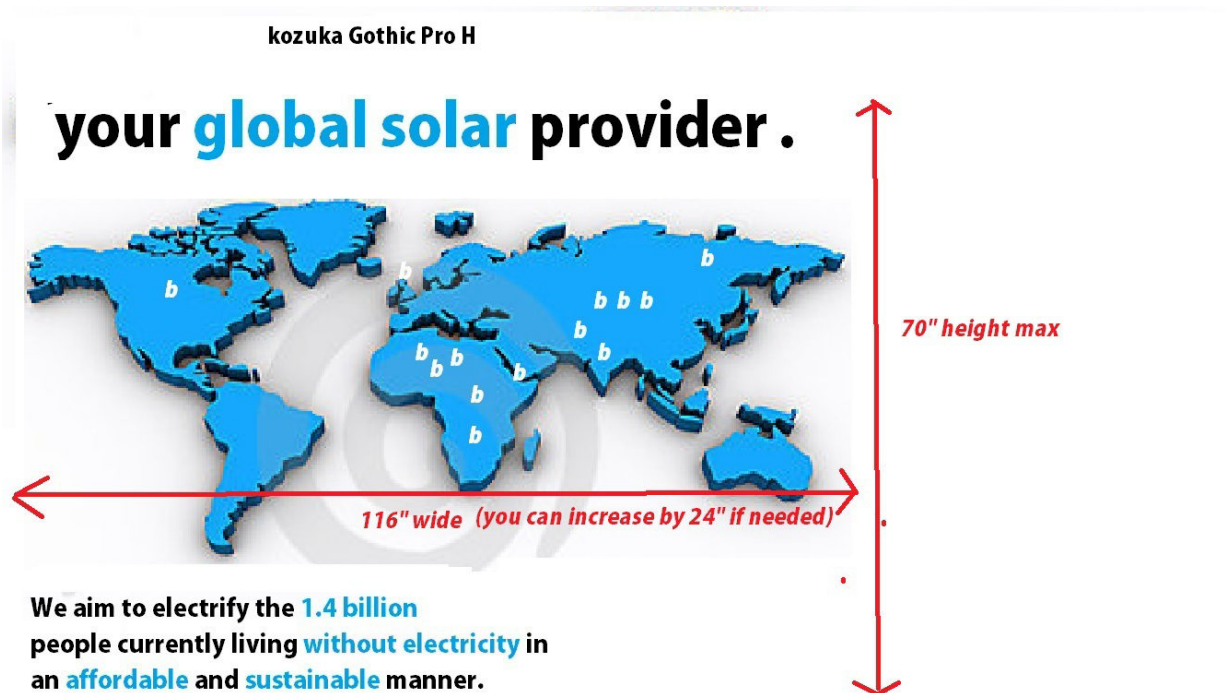
Franchise remain bound not to advertise any local number except a number provided by the company on any Billboard and Poster in there area.

Franchise will have interior meeting with minimum requirement of B.Box Trading (Pvt) Ltd.

Franchisee will display following documents displayed properly in the display center.

- NTN Certificate
- Chamber of commerce Registration Certificate (Not mandatory)
- Company registration Certificate (Not Mandatory)
- Sales Tax Registration Certificate
- B.Box Trading Official Distributor Certificate.

Main Wall Must Have Following Image




At Shop premises Franchise will bound to make available following facilities

- Water Dispenser
- Proper Display Racks with Product Display
- Product Brouchers
- One Computer having
 - Internet Facility
 - Scanner
 - Printer
- One LCD having continuously running video or videos provided by the B.Box Trading (Pvt) Ltd
- Essential Stationary
- Counter having BBOX official Logo
- Properly displayed BBOX LOGO along with our motto and slogan
 - the right energy
 - Solar Lagao Tension Bagao
- Quotation book to furnish Official Quotations


Below are few sample of proposed display billboard. Franchise can develop according to these guidelines and submit design to B.Box Trading (Pvt) Ltd. After having NOC against each design the franchise can have billboard/display board at its premises.

- 1




info@bboxx-pak.com
www.bboxx-pak.com
 0121 285 0858

 the right solar energy.
- 2




info@bboxx-pak.com
www.bboxx-pak.com
 0121 285 0858

 the right solar energy.
- 3




0121 285 0858 www.bboxx-pak.com info@bboxx-pak.com
- 4



the right solar energy

info@bboxx-pak.com
www.bboxx-pak.com
 0121 285 0858

BBOXX SOLAR PK
- 5



BBOXX SOLAR PK

info@bboxx-pak.com
www.bboxx-pak.com
 0121 285 0858


 the right solar energy.
- 6



the right solar energy

BBOXX SOLAR PK

info@bboxx-pak.com
www.bboxx-pak.com
 0121 285 0858
- 7



the right solar energy

BBOXX SOLAR PK

0121 285 0858 www.bboxx-pak.com info@bboxx-pak.com

Franchise will not display any local number except number and contact details provided by the B.Box Trading (Pvt) Ltd.

Customized Order Inquiries/Telephonic , email and other direct Inquiries

In Case Franchise receive any customized inquiry for system other than plug and play system . Said Information will be forwarded to the head office. And head office positively will respond with quotation with in 72 hours (working Days)

Any direct inquiry to B.Box Trading (Pvt) Ltd from Franchise covered area will be forwarded to the franchisee on regular basis through email.

Rates

Franchisee will remain bound to sale products not more than prices as per Price List provided by the B.Box Trading (Pvt) Ltd.

Official Company Logo

Below is our Official Logo. Franchisee will remain bound not to miss use it in any case. Else he will remain bound and liable for any loss or bad fame brought by him using our logo



LIMITATIONS

Franchise will remain bound not to sale any other product, accessories other than BBOX product line in any case

Final words

Franchise will remain bound to follow the instructions being issued by the head office from time to time.

Annexures Details

Annexure I

Note: In this document Head Office mean B.Box Trading (Pvt) Ltd.

Dated:

Company Seal and Signature.

ANNEXURE I

List of Documents (in Electronic Form and in Printed Form) attached and considered to be part of this operational Manual

Dated:

Company Seal and Signature.